

Association of Chartered
Certified Accountants

ACCA



INTENSIVE FIVE-DAY COURSES

“A globally recognized qualification
and your route
to a **successful career**
in accounting and finance!!”

ACCA @ IAB CENTRE

Some facts about ACCA

ACCA is a UK professional qualification that has been recognised and respected around the world for over 100 years. It has more than 570,000 members and students in 170 countries. More people around the world qualify in-country with ACCA than any other international body. Every eight minutes someone, somewhere in the world, registers as a student with ACCA. There are 350 ACCA examination centres in 160 countries.

Career opportunities

ACCA provides a balanced qualification with an excellent coverage of the core areas of accounting, audit and finance. The broad range of skills developed by an ACCA trainee can be applied in a variety of employment sectors, including professional practice, industry, public utilities, and not-for-profit organisations. ACCA members working in industry often become chief financial officers, auditors, consultants and chief executive officers.



Who is it suitable for?

ACCA is most suitable for someone who has a university degree. It is not necessary for that degree to be in a business or economics related discipline. In fact trainees with non-relevant degrees, such as languages or music, tend to be very successful in the accounting profession.

Having a degree is not strictly necessary as there are many routes into ACCA for anyone without a university education. However, any prospective student is first advised to conduct an English test (known as a Quick Placement Test or QPT) to assess their level of English.

IAB Centre – ACCA Approved Learning Partner

By popular demand, IAB Centre has added a series of five-day intensive courses to its

existing portfolio of part-time ACCA trainings. IAB Centre is the Gold Level Approved Learning Partner of ACCA in Armenia and will be providing intensive revision courses for first nine ACCA exams in Tajikistan starting from fall 2012.

Your Key to Success!

We use a highly successful interactive method to make the subject stimulating and enjoyable and to ensure that you develop the skills needed for examination success. The high success rate of our students is testimony to the effectiveness of the training methods that we use. We provide you with our own interactive course notes and activities in addition to the highly acclaimed Kaplan ACCA books.

Progression rules

Order of modules

There are three modules: (1) knowledge, (2) skills, (3) essentials, (4) options. The modules must be attempted in sequence but papers within each module may be attempted in any order.

Straddling modules

ACCA allows a maximum of four papers to be attempted at any exam diet. This means that it is possible to attempt papers in two consecutive modules if the papers being attempted include the remaining papers in a particular module. For example, a student who has passed five of the skills module papers may apply to sit the sixth paper in that module plus up to three in the essentials module

Final professional module (essentials and options)

There are three 'essential' papers that must be taken first. They may be attempted one paper at a time. There are two 'options' papers that may be taken after passing the 'essential' papers

The examination subjects

Knowledge module

F1 Accountant in Business
F2 Management Accounting
F3 Financial Accounting

Skills Module

F4 Corporate and business law
F5 Performance management
F6 Taxation
F7 Financial reporting
F8 Audit and Assurance
F9 Financial management

Professional Module

Essentials:

P1 Governance, Risk and Ethics
P2 Corporate reporting
P3 Business analysis

Options (two required)

P4 Financial management
P5 Performance management
P6 Taxation
P7 Audit and assurance

Time limits

All examinations must be completed within 10 years from the time of your first ACCA exam.



Exemptions

ACCA database

ACCA grants exemptions to some of its papers in the Knowledge and Skills module (but not the Professional module) on the basis of previous studies on a recognised university course.

The courses recognised can be found by visiting <http://www.accaglobal.com/join/exemptions/> and following the links on that page.

Please note that ACCA often refers to 'Majors' and 'Minors' in accounting when describing various courses for which exemptions are available. These two terms were not commonly used in the past by some universities although that language is gradually being harmonised.

If your degree was not in finance (for example a degree in information technology) with some accounting studies, we recommend that you obtain an additional letter from your university stating that you minored in accounting (assuming your diploma is silent on this point).

Initial Registration and Documents

Online registration

You can register at any time of the year and the most convenient way of doing this is to register online. This facility allows you to upload supporting documents saving time and cost on postage. There is a paper-based registration system but it is inconvenient and can cause delay.

In order to complete the application you will need to provide the following:

- proof of any qualifications (such as university diploma and transcript in English)
- proof of identity (such as a copy of your passport) passport-style photograph.

If you choose to apply online and upload your documents, you will need to complete your application by making your payment by credit/debit card.

Please note that each document file size must not exceed 2 MB. A maximum of 20 files may be uploaded. Permitted file types include:

- Plain text files (TXT format)
 - Microsoft Word (DOC format)
 - Microsoft Excel (XLS format)
 - Images (in BMP, GIF, JPEG or TIFF format)
- Adobe PDF.



Intensive ACCA Courses

Our courses will increase your chances of ACCA exam success. They have been developed throughout many years of working with ACCA students and achieving a success rate with them that far exceeds ACCA's worldwide averages.

Our training methodology is designed to:

- Train the way that you approach solving problems
- Develop your technical skills in the key areas that are likely to be examined
- Focus on exam technique
- Give you peace of mind when entering the exam room

We often say that *'we do not just teach or lecture; we train you to pass exams'*. And that is because we demand that our courses must be something more

"We do not just teach or lecture: we train you to pass exams."

than an alternative to just reading a book or listening to a teacher.

Our interactive (sometimes Socratic) approach will not only expose the technicalities of each area but will also boost the confidence that you have in yourself on the examination day. Our courses are for 30 hours held over 5 consecutive days (6 hours per day). The first four days are for trainer-led course work; the last day includes a mock exam and mock exam feedback. These courses work best if you have read the subject previously but even a student who has done the minimum of prior studies will benefit from them.

